How to File a New Case

Filing a New Case

The process to efile a new case involves the following steps:

1. Prepare the documents to file
2. Sign into the application
3. Enter the case information
4. Add the primary parties
5. Attach documents
6. Specify payment type
7. Review the submission and make payment
8. Understand the notification emails sent from eFileAZ

Preparing Documents to File

It is important to prepare the documents that will be submitted before signing in and beginning the submission process.

- Perform any scanning of paper documents ahead of time.
- Documents can be no larger than 9.5 MB.
- Documents can be submitted in .DOCX, .ODT, or .PDF file formats.
- Proposed Orders, Proposed Notice of Hearings, and Proposed Judgments **MUST** be attached using .DOCX or .ODT only and must be uploaded separately from a main document (e.g. Motion).
- Although a submission may contain multiple documents, they must all be associated with a single case.

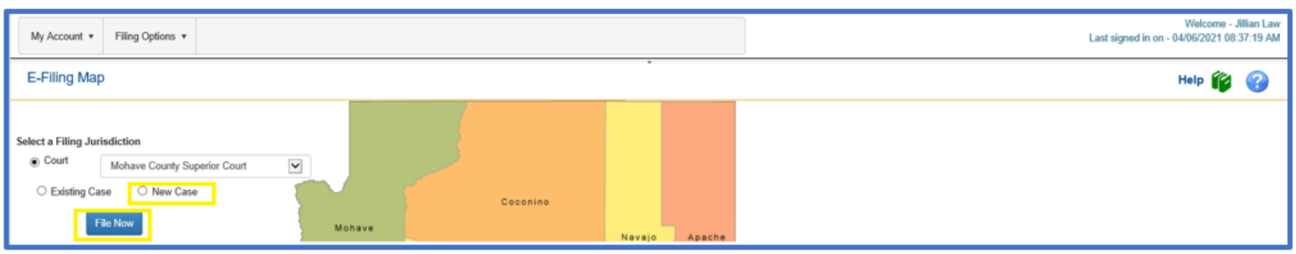
Signing into the Application

1. Visit: https://efile.azcourts.gov/ and login.
2. On the **Welcome** page, type your **Username** and **Password**.

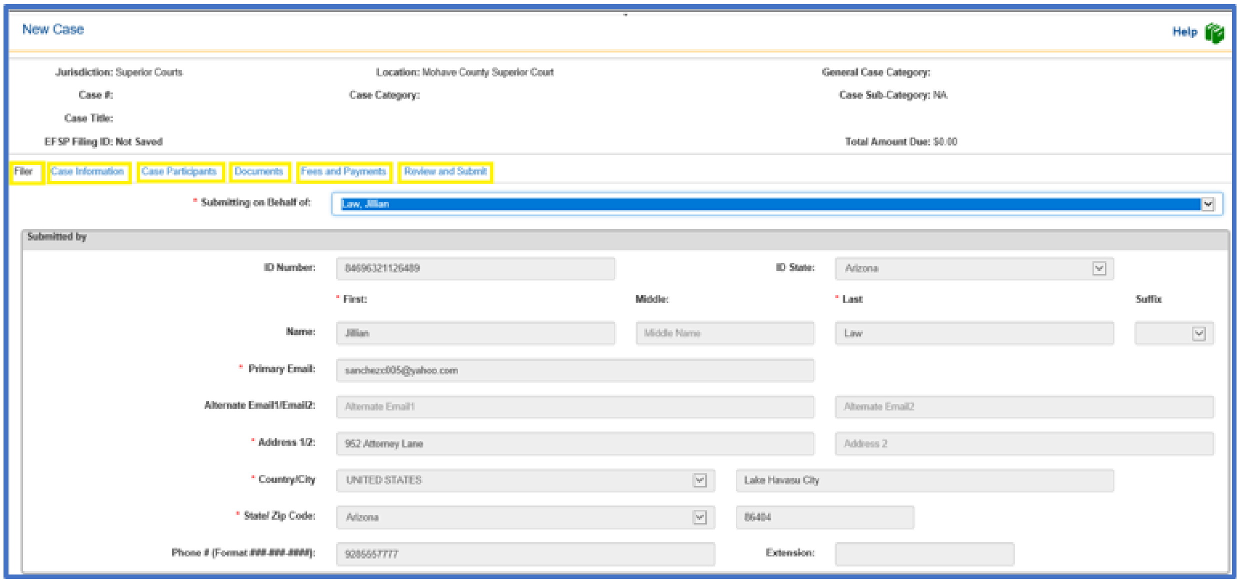
3. Click the **Sign In** button. The application will then display the **E-filing Map** page.

Preparing a New Case

1. Choose the Court Jurisdiction and indicate that you are creating a **New Case**.
2. Click **File Now**.



3. The application displays the New Case page. Submit a new case by completing the five tabbed sections: Case Information, Case Participants, Documents, Fees and Payments, and Review and Submit. Fields marked with a red asterisk (*) are required.



Important: Navigating back and forth using your browser buttons or clicking back and forth between tabs can result in problems with the submission that will not be seen by the user. This can result in the submission failing to be delivered to the court. Please complete each tab in order and you will be provided the opportunity to review and edit any information on the **Review and Submit** tab.

Filer Tab

The **Filer Tab** shows the registered user's information. If any of the information is incorrect, it may be changed in the **MY ACCOUNT** tab.

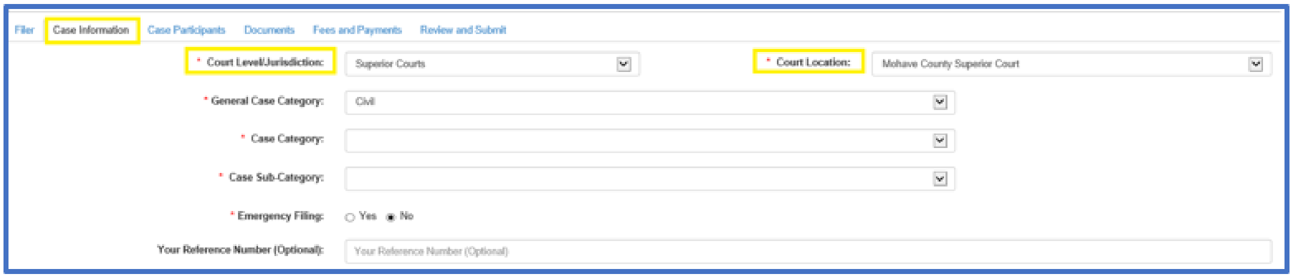
1. If submitting on behalf of another user, click the down arrow next to **Submitting on Behalf Of:** and select from the list provided. If the user you are submitting on behalf of is not listed, you are not setup as a proxy in their account and will need to be added to their account before you can proceed.

2. Once you have confirmed the information on this tab Click **Next**.

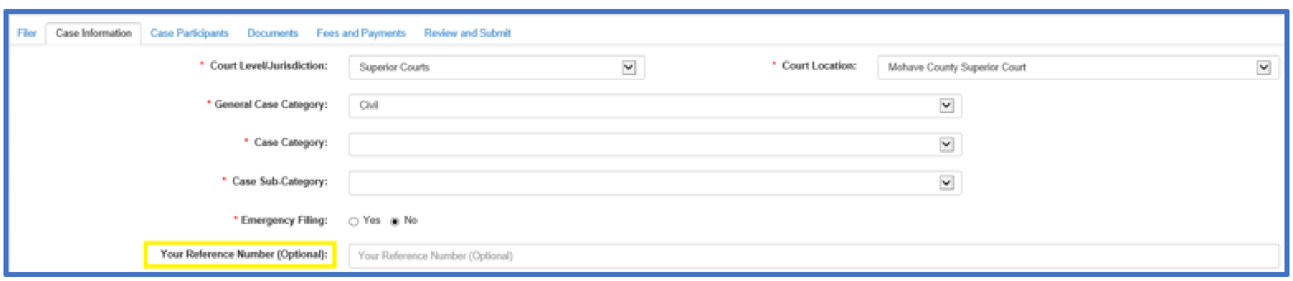
Case Information Tab

The **Case Information** Tab collects general information about the case.

1. **Court Level/Jurisdiction** and **Court Location** are pre-populated depending on what was entered on the **E-Filing Map** screen. If this is incorrect, it may be changed by choosing the correct information from the dropdown menus.

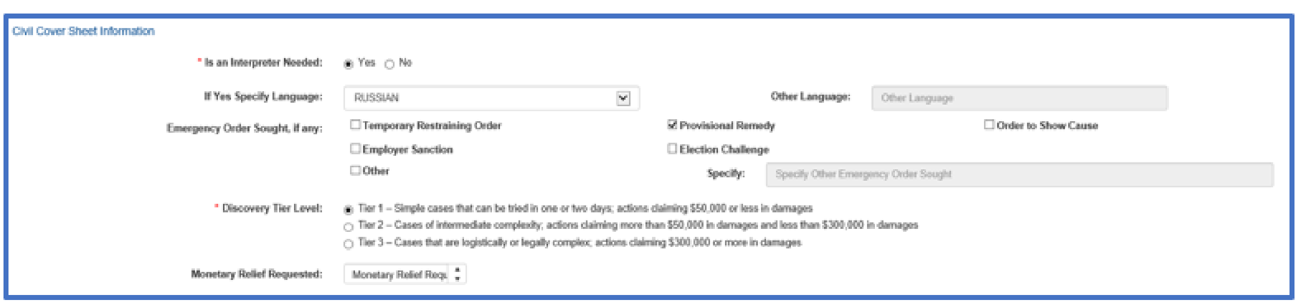


2. Select the appropriate **General Case Category**, **Case Category** and **Case Sub-Category** from the applicable dropdown lists.
3. Indicate if the submission contains an **Emergency Filing**.
4. Enter **Your Reference Number,** if applicable. This number will not appear on any documents and is intended for users to track client matter numbers.

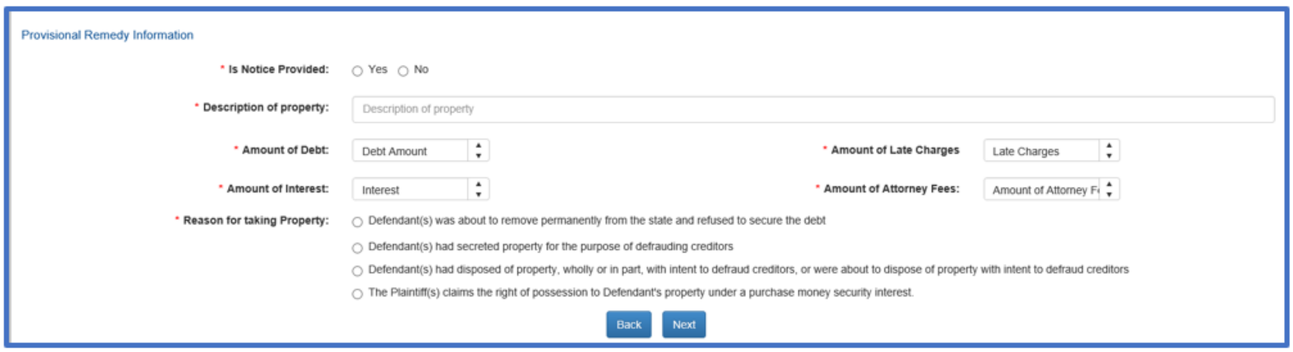


Note: The bottom portion of the screen may display differently depending on the case type you are filing. Please read through all questions and answer appropriately.

5. **Cover Sheet Information** (Information shown below is relevant for civil cases)



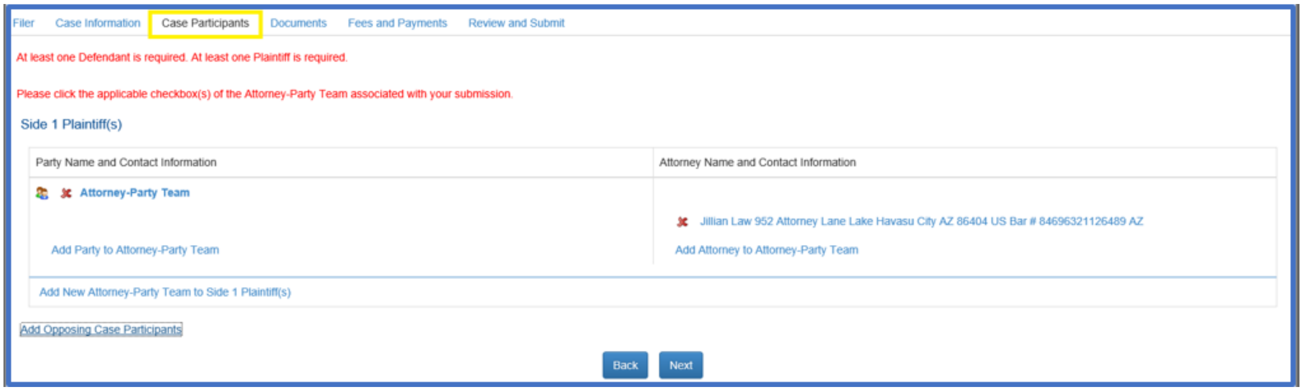
a. Indicate if an interpreter is needed and specify the language.
b. If an emergency order is included in the submission, indicate the type of emergency order sought.
c. Indicate the appropriate **Discovery Tier Level**.
d. Enter the **Monetary Relief Requested**, if applicable.
e. If the user chooses a **Provisional Remedy** as an **Emergency Order Sought**, additional information will be collected. The provisional remedy document will be generated by the system. Please do not prepare a provisional remedy document outside the system and attach it, the clerk will not be able to issue it.



6. Click the **Next** button. The application will then display the **Case Participants** Tab.

Case Participant's Tab

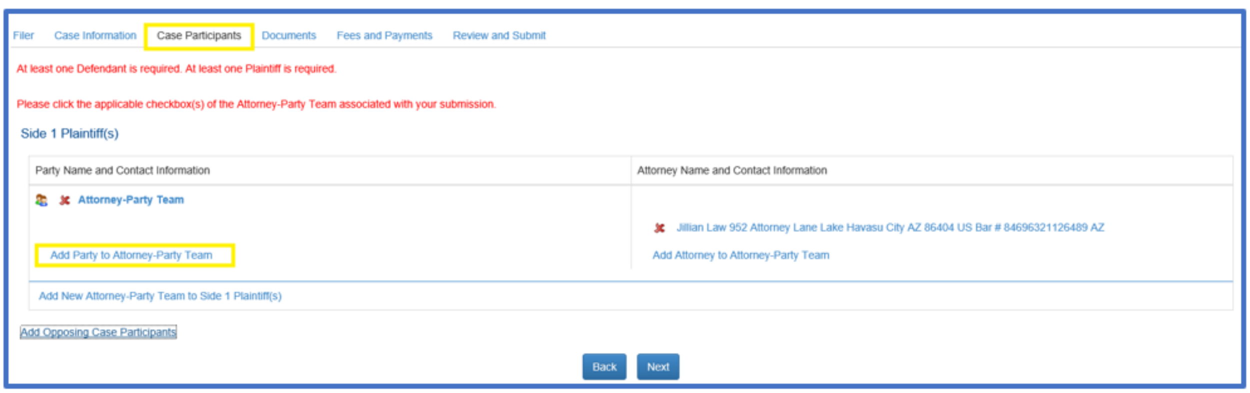
On the **Case Participants** tab add all parties and participants involved in the new case. Depending on the case type, different types of parties may be required. For example, the application will require a civil case to include at least one plaintiff and one defendant.



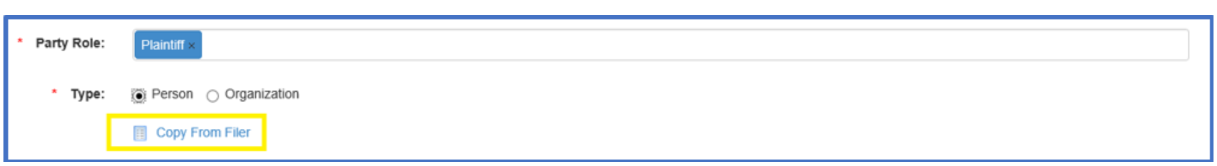
Adding Case Participants/Attorney-Party Teams

An Attorney-Party Team consists of parties that are represented by one attorney or a team of attorneys.

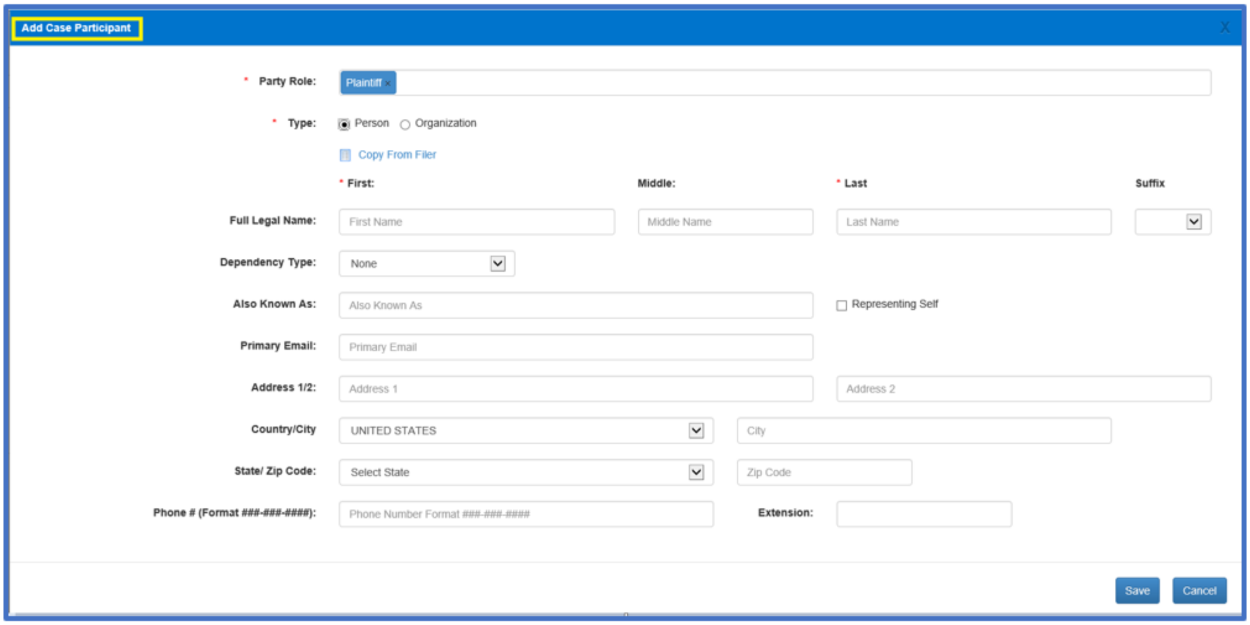
1. Click the **Add Party to Attorney-Party Team** link under Side 1.



2. If the registered user is the party the **Copy from Filer** hyperlink can be used. The application will then populate the party information with the registered user's information.

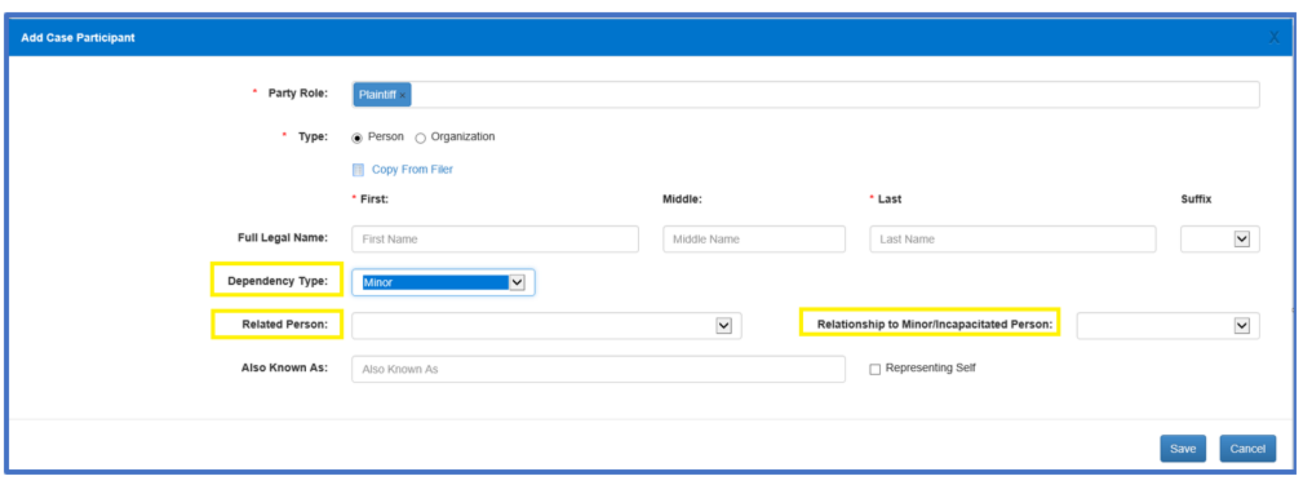


3. If the registered user is not the party, enter the appropriate party details on the **Add Case Participant** screen including whether the party is a person or organization (business).

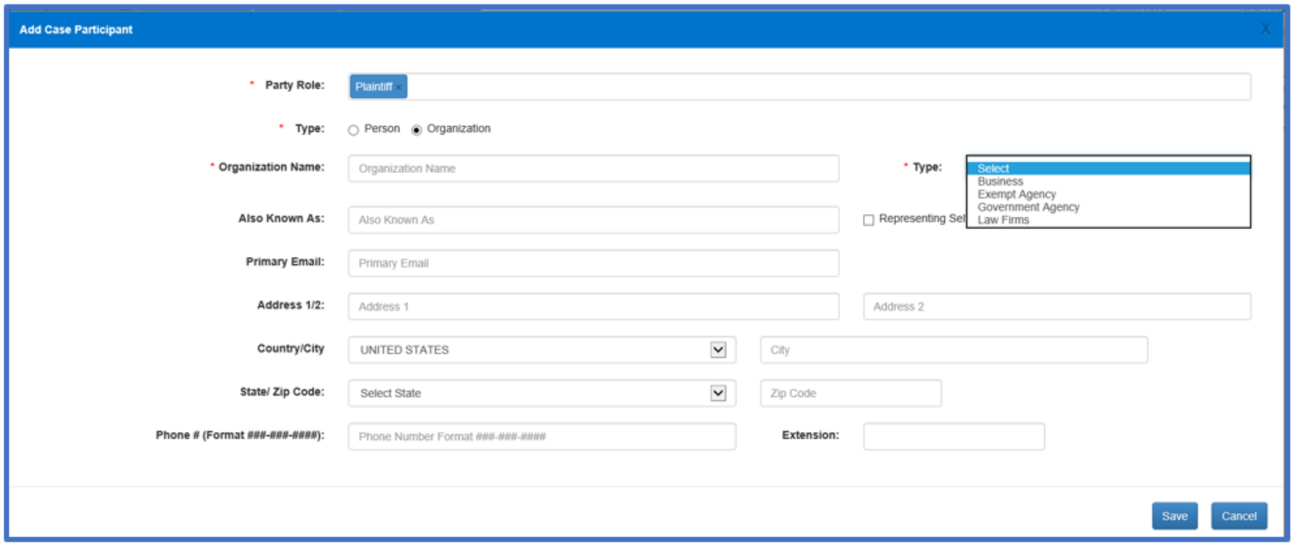


4. Enter all required fields and any other information that should be associated to the party. Attorney filers please note: Individual party addresses are not required. If you do wish to enter an address for a represented person, it is best practice to use the firm's address instead of your client's address when submitting documents. If the user chooses to enter an address, please be aware that this address will be associated with the party (plaintiff) in the court's case management system and become part of the official court record.

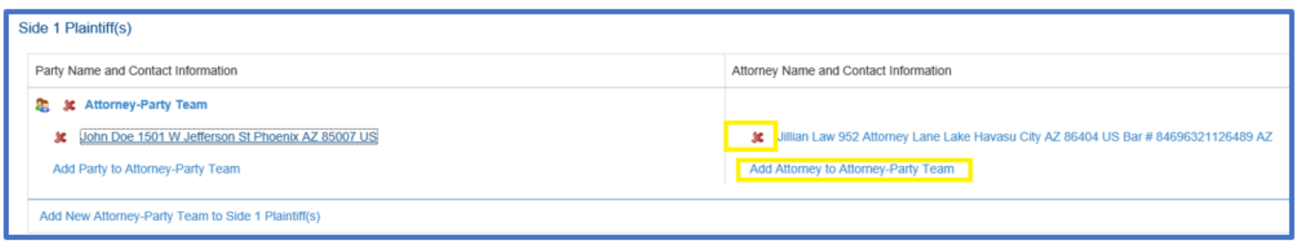
Note: If the party is indicated as a Minor or Incapacitated Person, the screen below will appear and must be completed.

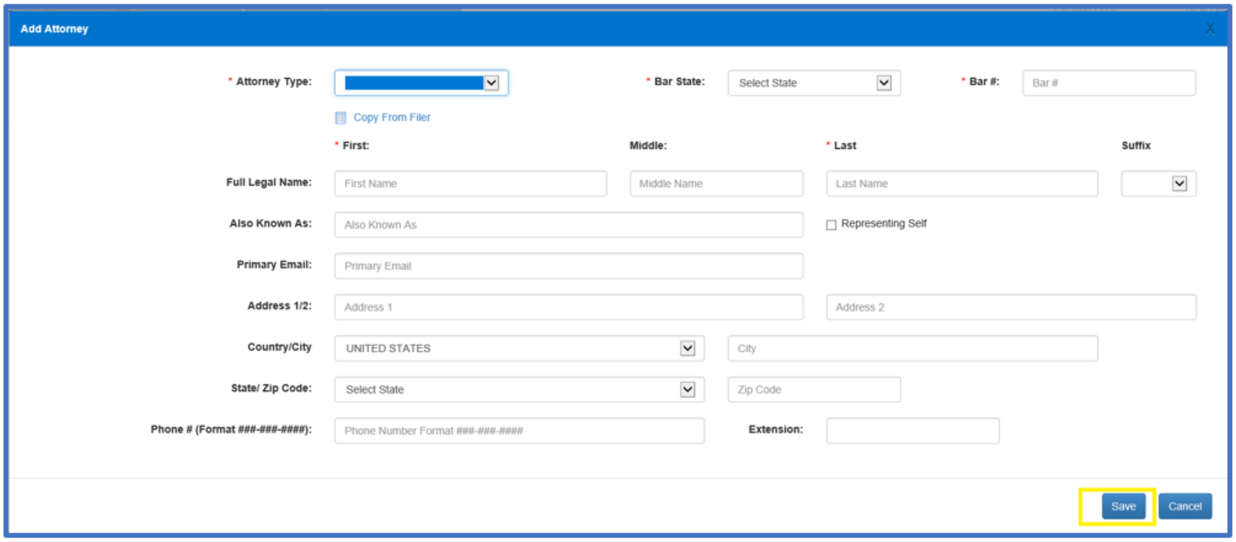


5. When selecting **Organization** as the party type, the following screen appears. Users will need to select the specific **Type** of organization (e.g. Business, etc.) and enter the appropriate party details.

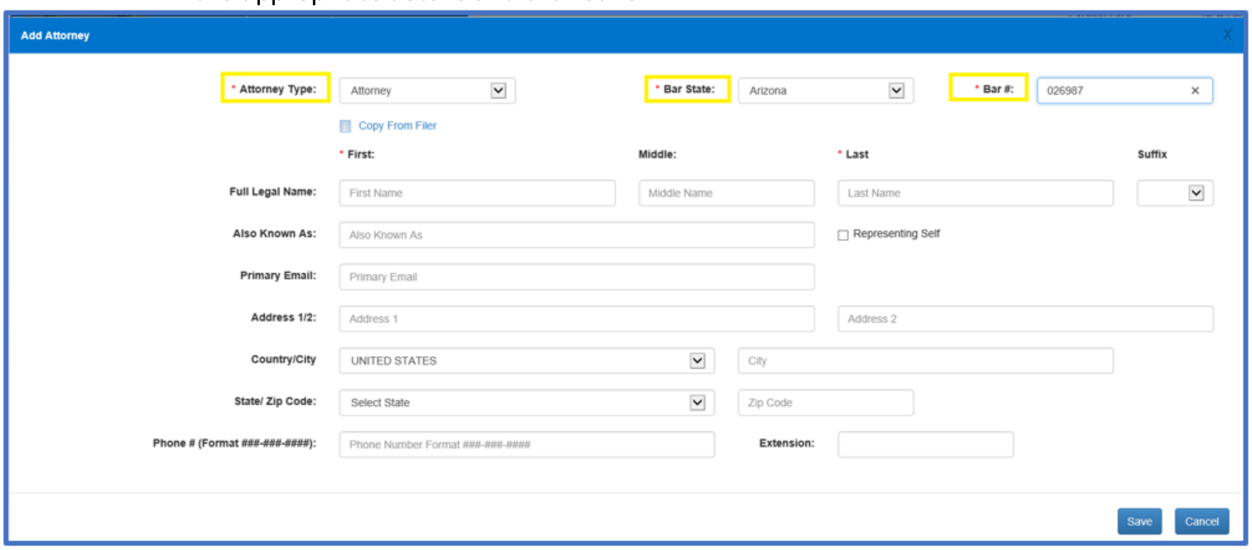


6. Click the **Save** button. The application displays the party you added.
   a. If using an Attorney user account, the attorney's information will automatically populate for Attorney-Party Team to Side 1.
      i. If the attorney information is incorrect, click on the red X and then select the **Add Attorney to Attorney-Party Team** link, enter the appropriate attorney details and click save.



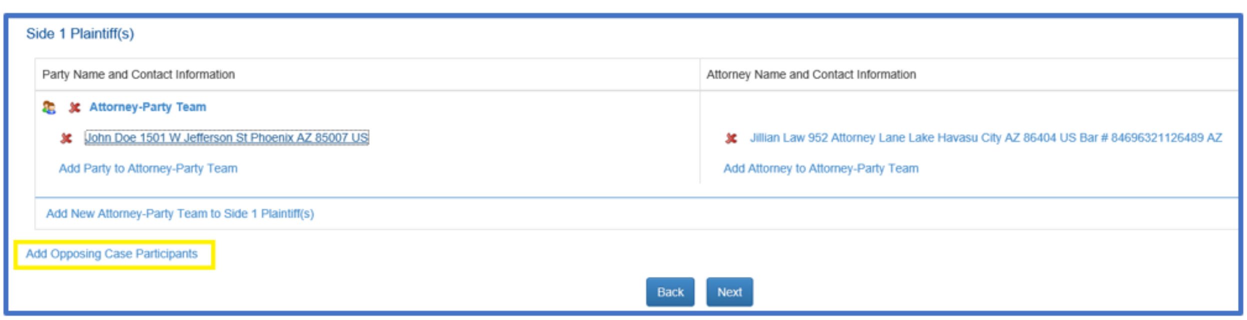


b. To add additional attorneys to a team, click **Add Attorney to Attorney-Party Team**, enter the appropriate details and click save.

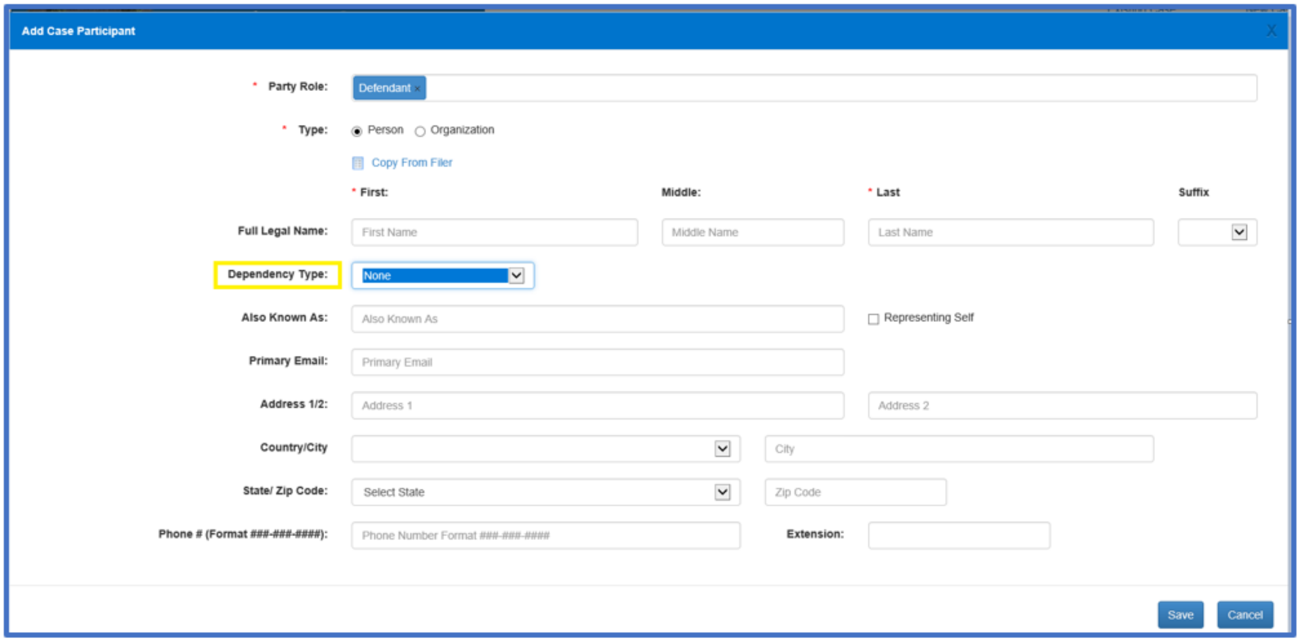


Repeat steps 1-6 for additional parties.

7. To add an opposing party, click on **Add Opposing Case Participants**.

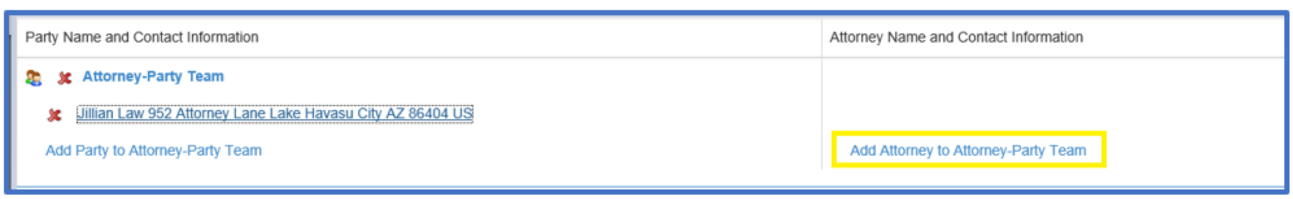


8. Enter the appropriate details on the **Add Case Participant** screen. If the defendant is a minor or incapacitated person make sure to include the **Dependency Type**.

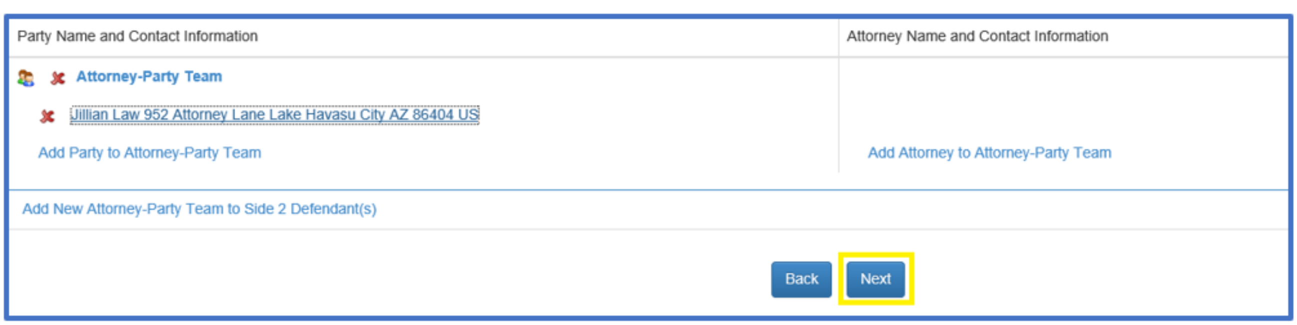


Repeat steps 7-8 for additional opposing parties.

9. If the opposing party's attorney is known to user, click on the **Add Attorney to Attorney-Party Team** for the applicable party and enter the appropriate attorney details and click save.



10. Once all parties are identified click the **Next** button. The application will then display the **Documents** tab.

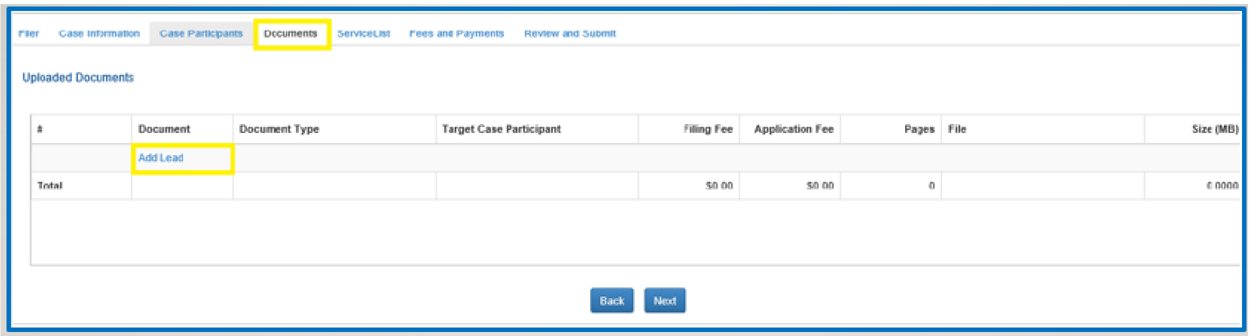


Documents Tab

Attaching Documents to the Submission

Documents are attached as either a **Lead** document or a **Connected** document. Lead documents are those that require a file stamp while connected documents do not. For example, a Motion to Continue would be attached as a lead document and the proposed order would be attached as a connected document. Another example is the Complaint would be a lead document and any attachments/exhibits would be attached as a connected document(s).

1. Click the **Add Lead** link.



2. On the **Lead Document** screen, there are three ways to find and select a document. **Note:** In a case initiation submission, only those documents used to start a new case will appear.

    a. **Search** box: (this is the most efficient way to find a document category)

        i. Enter the document type you are submitting (Complaint, Notice, etc.) and click "enter" on the computer keyboard.

        ii. A list of all documents containing the specific text you entered will appear.

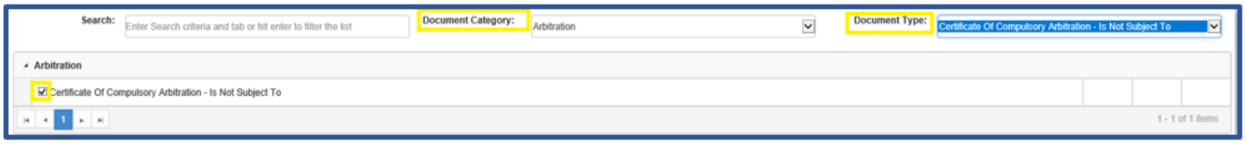
        iii. Check the box on the grid next to the document type that most closely matches the document being submitted.

    b. **Document Category/Document Type drop-down menus:**

        i. Click on the dropdown next to **Document Category** and choose the document type that most closely matches the document being submitted.

ii. Once the **Document Category** has been selected, click on the dropdown next to **Document Type** and choose the document type that most closely matches the document being submitted.

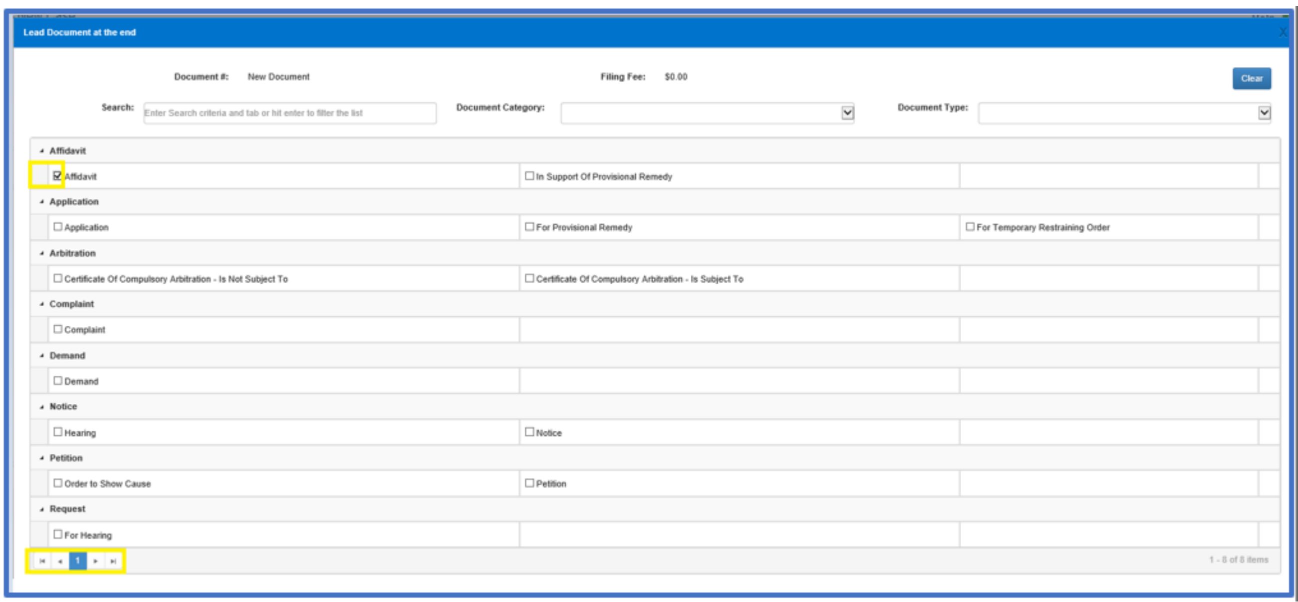
iii. Check the box on the grid next to the document type.



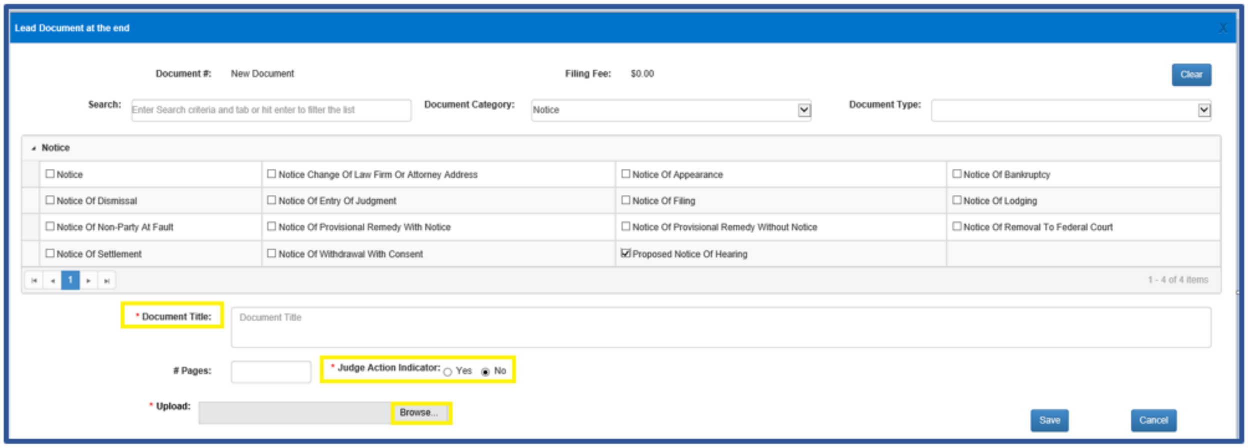
c. **Grid search:**

i. Scroll or arrow through the document grid to find the document type that matches the document being submitted.

ii. Check the box on the grid next to the document type.



3. Once the **Document Type** has been selected, enter the title of the document. **Note:** This should be the caption of the document. Click **Browse** and upload the document from the user's computer and network.



Note: User may enter the number of pages, but it must be exact. It is not recommended to enter a page count.

4. Pima County only: The **Judge Action Indicator** option is intended to identify if judicial review is needed and is available in all case types.
5. Click **Save**.
6. The document upload screen will automatically close and the user will be returned to the Documents Tab where the file will appear in the table.
7. If the user wishes to attach exhibits or a proposed document, click the **Add Connected** link and follow steps 2-5 outlined above.
   Proposed documents MUST be submitted in an editable format (.DOCX or .ODT).

8. Continue adding documents following steps 1-7.

Important Reminders:

- Documents cannot be any larger than 9.5 MB.
- Submissions cannot exceed a total of 100 MB.

Document View List

As documents are loaded, they are viewable on the **Uploaded Documents** screen.

1. To change the document title or replace the document, click on the document title hyperlink in the **Document Type** column.

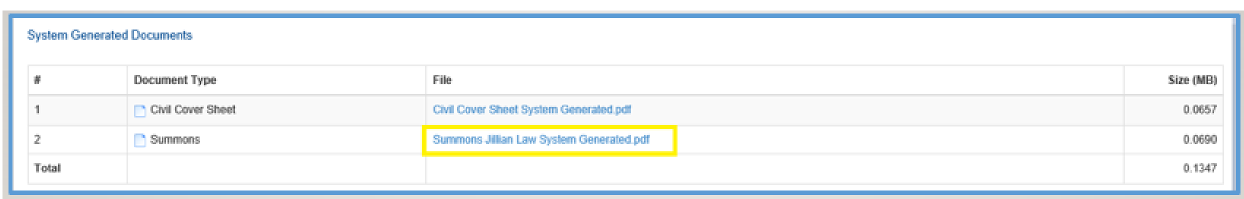
#	Document	Document Type	Filing Fee	Application Fee	Pages	File	Size (MB)
	Insert Lead						
1	Remove	APPLICATION	$0.00	$0.00	0	C:\Users\jporter\Documents\Test Documents\TESTING AND TRAINING DOCUMENTS\DOCX-Application.docx	0.0147
	Add Connected						
	Insert Lead						

2. To remove a document, click **Remove** link and the document will be removed to allow the uploading of a new document.
3. A green bar will appear in the size column while the document is uploading and once the upload has completed the actual file size will appear.

System Generated Documents

If the submission you are creating resulted in documents being generated by the application, they are shown in the **System Generated Documents** section.

1. To view a system generated document, click on the document title in the File column.



System Generated Documents

#	Document Type	File	Size (MB)
1	Civil Cover Sheet	Civil Cover Sheet System Generated.pdf	0.0657
2	Summons	Summons Jillian Law System Generated.pdf	0.0690
Total			0.1347

2. The document has not been accepted by the clerk so no file or issuance stamp will appear.
3. The user is not able to edit system generated documents. If there are errors, the information must be changed in the application. For example, if the Defendant's name is incorrectly spelled on the Summons, return to the **Case Participants** Tab and edit the name there.
4. Click the **Next** button. The application will then display the **Fees and Payments** Tab.

Fees and Payments Tab

This tab lists all the attached and system generated documents along with their corresponding filing and application fees, if any.

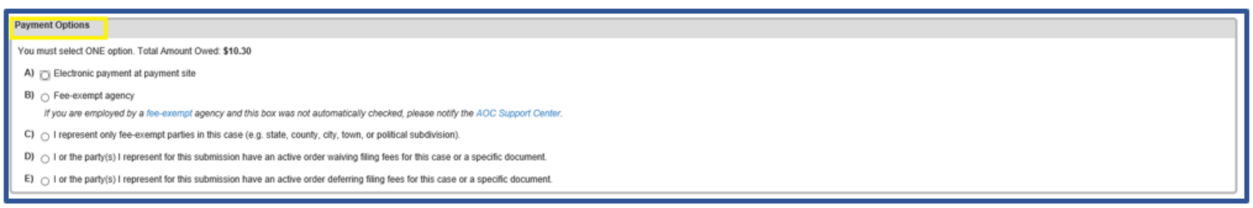
#	Description	Filing Fee	Application Fee
1	APPLICATION	$0.00	$6.50
2	eService Fee	$0.00	$3.80
	Total	$0.00	$10.30

There will be a 3% payment processing fee added to this total at the time of payment.

Payment Options

The filer must select a payment option from the options below:

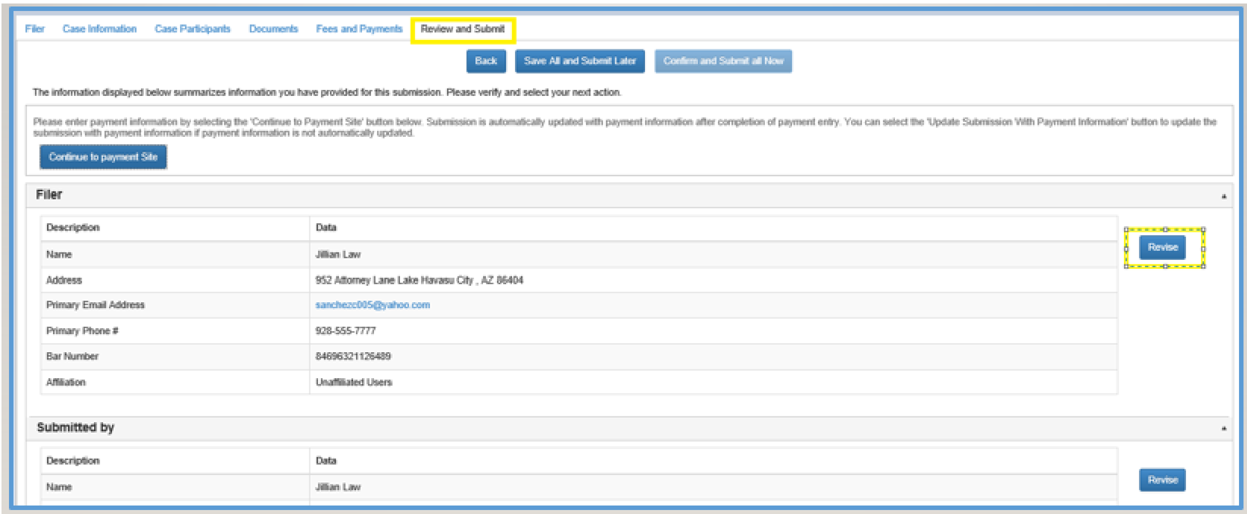
1. If the party is required to pay filing fees, click the radio button **A** next to **Electronic payment at payment site**.
2. Only choose options **B or C** if the user or party is either a fee-exempt agency OR they represent parties that are fee exempt.
3. Choose **D or E** if the party has an active Order from the court waiving or deferring filing fees in the case.
4. If the user chooses **B, C, D, or E** in error, the clerk will mark the submission as deficient and it will have to be re-filed. Application fees are non-refundable.
5. Click the **Next** button. The application displays the Review and Submit page.



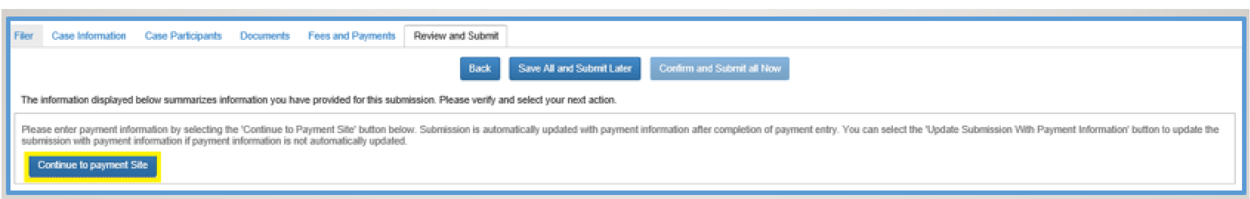
Review and Submit Tab

The Review and Submit Tab shows all the information that was entered on each tab.

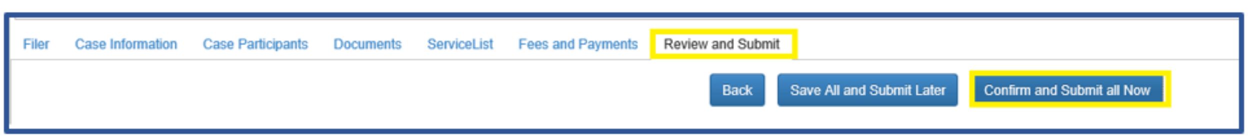
1. Corrections can be made by clicking **Revise** for the appropriate section. This will redirect you to the applicable tab where you can edit the information. Once edited, select next on each tab to return to the **Review and Submit** Tab.



2. Once you have verified that all information is correct, click the **Continue to Payment Site** button. The application will then route user to the payment provider page.



3. If a filing party is exempt from any fees being charged, click the **Confirm and Submit all Now** button.



Paying for a Submission

The payment provider, **nCourt**, lists the name and address of the court being submitted into, the documents and corresponding fees, and total amount due. The 3% **Online Service Fee** is also added at this time.

Payment

You have elected to pay for the following item(s).

Yavapai County - Prescott (TESTING)
120 S Cortez St Prescott, Arizona 86303

Description	Case Number	Application Fee	Filing Fee	Total
New Case Contract - Account (Open/Stated) Document Storage Fee	New Case	$6.50	$204.00	$210.50
Civil Cover Sheet System Generated	New Case	$0.00	$0.00	$0.00
Notice of Provisional Remedy With Notice System Generated	New Case	$0.00	$0.00	$0.00
Summons KATHY DEFENDANT System Generated	New Case	$0.00	$0.00	$0.00
Summons DEFENDANT'S BUSINESS System Generated	New Case	$0.00	$0.00	$0.00
Summons BLAINE DEFENDANT System Generated	New Case	$0.00	$0.00	$0.00
COMPLAINT FOR PLAINTIFF	New Case	$0.00	$0.00	$0.00
		$6.50	**$204.00**	**$210.50**

Submission ID: 151376

Online Service Fee: $6.32
Total Amount Due: $216.82

Once all the payment information has been entered, click Submit Payment.

1. Once the user clicks **Submit Payment**, the application takes them to the **Filing Received Confirmation** screen where they will see the **Status and Submission Date and Time**.
2. The application will send a receipt via email to the address attached to the registered user for the submission.
3. A **Submission ID #** is assigned and is different from the EFSP # assigned when first creating the submission. Please make note and reference this additional number when calling the AOC Support Center.
4. The application will check the submission for errors and while doing so the status will change to **Validating Filing**.
5. After the validation process is complete, the submission is sent to the court and the status will change to **Pending Filing**. This means the submission is with the clerk for processing and the documents/case have been successfully submitted to the court.
6. Once the clerk accepts the submission and makes it part of the official court record, the status will change to **Filed**.
7. To view the status or content of a submission at any time before clerk acceptance, go to **MY FILINGS** located on the **Banner** in the top right corner of the screen.
8. To view the status or content of a submission AFTER clerk acceptance, go to **MY CASES** located on the **Banner** in the top right corner of the screen.

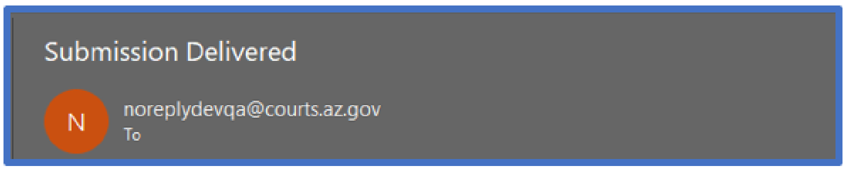
Notification Email Messages

The application will send two email notifications to the email address associated with the registered user's account. Do not reply to the notification; it was sent from an unmonitored email account.

1. A **Submission Confirmation** email
2. A **Processing Complete** email

Submission Confirmation email

The **Submission Confirmation** email is confirmation that the submission has been delivered to the Clerk's Office and contains the Submission number. Use the Submission number to follow the progress of the submission through the clerk review process.



Processing Complete Email Notification

After the court has performed a review of the document(s), a notification will be sent that the processing of the submission is complete, and if accepted the documents are now part of the court record.

Once the clerk has accepted the submission (made it part of the court record) or has rejected the submission, the application will send a **Processing Completed for Filing # XXXXXXX** email message to the user. This email contains:

1. The EFSP Filing ID and the EFM Submission ID.
2. Payment information to include payment method, amount, and receipt number.
3. Case Information to include Case Number, Case Title, Documents and Matter #.
4. Status of Accepted or Deficient (Rejected).
5. Reason for deficiency.

Example of an Accepted submission:

Processing Completed for Filing # 1548067

N noreplydevqa@courts.az.gov
To

Dear [redacted]

This email verifies the processing of your Submission # **1548067** with the Superior Court in Mohave County .

Status:	**Accepted**
Filing Date/Time:	01/11/2021 04:34:33 PM
Case #:	S8015CV201900015
Case Title:	Owen Equities, LLC PLAINTIFF vs ROBERT KUPFER et al. DEFENDANT
Matter #:	
Total Filing Fee:	$318.00
Total Application Fee:	$6.50
eService Fee:	$3.80
3% Payment Processing Fee:	$9.85
Total Fee:	$338.15
Paid By:	Electronic payment at payment site
Total Paid:	$338.15
Receipt #:	84073539011953299
EFSP Filing ID:	80023
EFM Submission ID:	1548067

Example of a Deficient (Rejected) submission:

Processing Completed for Filing # 167250

N noreplydevqa@courts.az.gov
To

This email verifies the processing of your Submission # **167250** with the Superior Court in Mohave County .

Status:	**Deficient**
Filing Date/Time:	04/19/2021 02:28:06 PM
Clerk Case #:	
Case Title:	John Doe vs Jane Doe
Matter #:	
Total Filing Fee:	$0.00
Total Application Fee:	$6.50
eService Fee:	$0.00
3% Payment Processing Fee:	$0.20
Total Fee:	$6.70
Paid By:	Electronic payment at payment site
Total Paid:	$6.70
Receipt #:	84074231928669882
EFSP Filing ID:	167106
EFM Submission ID:	167250

Documents

#	Document Type	Status	Filing Date	Not Docketed Reason	Your Attachment
1	Civil Cover Sheet System Generated	Not Docketed			Civil Cover Sheet System Generated.pdf
2	Discovery Tier I Place holder document System Generated	Not Docketed			Discovery Tier I Place holder document System Generated.pdf